



STATE DEPARTMENT OF EDUCATION

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TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of Student Transportation

Student Transportation Bus Ridership Count Instructions for Online Reporting December 1, 2008 through December 5, 2008

In accordance to Administrative Rule and 33-1006, Idaho Code, school districts shall require bus drivers to take accurate bus ridership counts on each AM, mid-day Kindergarten, and PM route during the week of December 1-5, 2008. Shuttle trip students, non-public students, non-students, and ineligible students should not be included in the count (see SISBO pages 73-74 for definitions).

While collecting data for the ridership count report, school districts should track data in a manner that will aid in completing the school bus run report that is due each summer. The school bus run report requires a ridership count for each bus run and is tied to the single highest average daily ridership obtained during the three SDE weekly counts.

Instructions to submit the Student Transportation Bus Ridership Counts in (S.I.S.T.R.) System for Idaho School Transportation Reporting:

- Log on to <http://www.sde.idaho.gov/site/transportation/> and click on Access Reports.
- In the log in box for S.I.S.T.R. select the district or charter number from the Username drop down list.
- Type in previously assigned password and click "Sign In." If you are unable to locate your password, click the "Forgot Password?" link and fill in the information. Once information is verified, password will be sent via e-mail to the e-mail address provided.
- Fill in Contact Information and Save. This information will be used to send you updates on the reports submitted and other district information. Please verify information is accurate. This will then connect to a list of reports available for online entry and online submission.
- Click on the Ridership Count Report – Due December 19, 2008.
- Enter total bus ridership counts from each AM, mid-day Kindergarten, and PM route during the week of December 1-5, 2008. Count kindergarten students and categorize appropriately, either AM kindergarten students going home, or PM kindergarten students going to school. Separate pre-school runs may be included with kindergarten counts. The count should be actual ridership less ineligible students, non-public students, and non-students. Do not count shuttle trip students as they are counted going to and from their home school. If school is not in session on a count day, report zero for that day; for example, four day weeks or snow days. This will not affect the overall ridership count because it is based on the single highest daily count.
- After all information is entered for each count day, click the "Click here to calculate" button. If you make a change to a count day, click the calculate button again to update the final highest average daily rider count.
- To submit, click the certify button, and then click "Submit." Warning: Once "Submit" is clicked you are no longer able to edit information for the ridership count form. If "Submit" is clicked by accident, contact SDE at (208) 332-6851.
- SDE does not need a hard copy of this report; however, you may want to print one for your records. The report may be viewed online at any time by log in to S.I.S.T.R. and clicking "Archive – Submitted Reports."